

SUBSTITUTE INSTRUCTOR

The mission of South Baltimore Learning Center (SBLC) is to improve the self-sufficiency of educationally disadvantaged adults. SBLC is a community-based nonprofit organization providing functional literacy and life skills training, in addition to career preparation services, to residents in the Baltimore Area.

POSITION SUMMARY

A Substitute Instructor at SBLC is responsible for providing temporary instruction to adult education learners who are pursuing a high school diploma and/or basic academic skills in writing, reading comprehension, mathematics, science, social studies, and literature. A substitute employee is one hired with the understanding that his/her association with SBLC will be as needed, because of the absence of a permanent Instructor. All SBLC Substitute Instructors report directly to the Program Manager.

ESSENTIAL RESPONSIBILITIES

- Implement existing lesson plans provided by the instructor on leave and motivate students to learn and participate.
- Facilitate classroom instruction, including student use of technology.
- Ensure accurate record keeping of attendance and sign-in sheets.
- Collect and correct students' papers and assignments according to the lesson plan(s).
- Maintain a classroom that is safe and conducive to learning.
- Other duties as assigned by the Leadership team of *SBLC*
- **For substitute assignments, lasting more than two weeks, you may be required to develop lesson plans, to create, administer, and grade tests/assignments.*

QUALIFICATIONS, SKILLS, AND TALENTS

- Minimum Bachelor's Degree in Education or related field.
- Experience in Adult Education preferred, but not required.
- Effective oral and written communication skills.
- Possess the ability to relate to people of diverse education, cultural, and economic backgrounds.
- Ability to work flexible schedule (i.e. weekends and evenings).

HOURS, COMPENSATION AND BENEFITS

FLSA Status: Part-Time, Non-Exempt; Temporary

Substitute employees are paid at an hourly rate and are not eligible for insurance benefits, holiday pay, and do not accrue vacation or sick leave during the period they are employed as substitutes.

The successful candidate will receive a competitive compensation commensurate with qualifications and experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the associate is often required to read, write, use hands to finger, handle, or feel objects or controls, reach with hands, and arms, talk, and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the noise level is typically moderate.

APPLICATION PROCESS

To apply, email cover letter and resume to recruiter@southbaltimorelearns.org. Please do not call.